

2015 Kansas Job Vacancy Survey

DIRECTIONS

Please direct this survey to the manager or human resource professional responsible for hiring and recruitment at this location of your business.

For your convenience, surveys can be completed online at:

www.dol.ks.gov/LMIS/JobVacancy/JVSsurvey2015.aspx

Surveys can also be returned by email, fax, phone or mail:

 **Email** laborstats@dol.ks.gov

 **FAX** to Labor Market Information Services at 785-296-5286

 **Call** toll free 866-270-2873

 **Mail** in the enclosed envelope to: Labor Market Information Services, Kansas Department of Labor, Attn: Job Vacancy Survey, 401 SW Topeka Blvd., Topeka, KS 66603-3182

NOTE: If you have no openings, we recommend you respond online or by phone.

- ➔ Results will be presented in aggregate so that no individual response will be identifiable in the published results.
- ➔ Answer Part A below. If you currently have openings, continue with Part B on the reverse side of the survey.
- ➔ If you have questions, please contact us by phone or email.



Please respond before:

Your cooperation will allow us to complete this survey in a timely and efficient manner.

Survey ID #

Thank you for your participation.

Part A – About Your Business

Please answer the questions for the business, institution or organization listed on this survey. If you have multiple locations, report only for the location printed on this survey.

EXCEPTION: If your business is not located at this address OR if this address is not a Kansas address, write the address for which you are reporting in the comments section below.

1. Who is responding? Name: _____

Title: _____ Phone: () _____

Contact information is requested in case clarification is needed about the responses to the survey.

☐ I would like KDOL to contact me by email in the future.

Email: _____

Comments:

2. Do you advertise your job openings online? – If YES, where? (check all that apply) – If NO go to question 3

- ☐ **Company website**
- ☐ **KansasWorks**
- ☐ **Online job boards (i.e. CareerBuilder, Monster, etc.)**
- ☐ **Social Media (i.e. Facebook, LinkedIn, etc.)**
- ☐ **Newspaper website**
- ☐ **Other: _____**

3. Do you have job openings at this location?

- ☐ **Yes** – turn over survey and complete Part B
- ☐ **No** – survey is complete



It is important for you to complete and return the survey even if you have no vacancies.

Part B - CURRENT Job Vacancies at this Location

A		B	C	D			E					F	G						
Job Titles for Vacancies (REQUIRED) • Include positions for which you are actively recruiting. • Include full-time, part-time, temporary and permanent positions. • Include positions only at this specific location. • Exclude positions reserved for consultants, outside contractors and others not considered employees. • Exclude positions that will not be filled at this time or for which there is a hiring freeze. • Provide a specific job title for each opening. If the job title is unusual or generic, provide a brief description of the duties performed. • If the number of job openings varies, report the number of openings at this point in time. Full time = 35+ hours per week Part time = 1 to 34 hours per week		Number of current job openings (REQUIRED)	<i>Check (✓) if position is seasonal or temporary (lasting for a fixed duration)</i>	How long have you been trying to fill this vacancy? <i>Check (✓) one</i> (if multiple openings, report for the oldest one)			What education level is usually required? <i>Check (✓) one</i>					What is the expected hourly, monthly or annual compensation? Provide a wage range if applicable.	What benefits are offered? <i>Check (✓) all that apply</i>						
				Less than 30 days	30 to 59 days	60 or more days	Constantly recruiting (always hiring)	No educational requirement	High school or GED	Vocational training	Associate degree	Bachelor's degree	Master's degree	Ph.D. or Professional degree	Health insurance	Paid leave	Retirement savings plan/pension	No benefits offered	
Full time	(Example) Junior High Teacher (Special Education)	1		✓							✓				\$35,000 to \$50,000/yr	✓	✓	✓	
Part time	(Example) Mail Clerk	3				✓		✓							\$7.25 to \$8/hr				✓

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